

MAJOR FUNCTION

This is specialized field and office work involving administrative, educational, training and supervisory duties in the Tallahassee-Leon Community Animal Service Center. An employee assigned to a position in this class will supervise the employees and work associated with the field operations of animal control officers. Work is performed independently under the general supervision of the Animal Service Center Assistant Manager. Performance is evaluated based on oral and written reports and observation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises rabies control in the City through delegation to staff, checks procedures followed, screens reports for accuracy, and reports problems. Formulates necessary reports indicating the number of and type of complaints responded to, actions taken, and final results. Ensures proper completion of all paperwork, reports, citations, etc., submitted by field and office personnel. Trains supervised staff in applicable field and center procedures, state laws, local ordinance, and Florida Administrative Code mandates. Provides verbal and written information to citizens regarding adoption procedures, animal related laws, complaint resolution, rabies control, animal welfare, etc. Develops and implements new programs, policies, procedures and concepts designed to improve the center and field programs. Ensures and maintains adequate inventory of supplies and equipment required by animal control field and center operations, in accordance with funds budgeted. Trains staff in the use and application of chemical immobilization. Ensures certification of staff, in accordance with statutory mandates. Recommends the hiring, transfer, advancement, discipline, grievance resolution and discharge of staff. Elaborates staff schedules to ensure adequate service. Recommends the hiring, transfer, promotion, grievance resolution, discipline and discharge of staff. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

Other Important Duties

May maintain vehicle, kennel and equipment maintenance ledgers to monitor repairs and cost of repairs. May perform as animal control officer, as need dictates. Performs related duties as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of approved principles and practices of animal control work. Considerable knowledge of laws and ordinances governing local animal control and neutering programs. Considerable knowledge of first-aid methods. Considerable knowledge of the procedures regarding animal apprehension and impoundment. Knowledge of modern supervisory techniques. Knowledge of court procedures, enforcement practices, the animal control ordinance and ability to confer this knowledge to others. Knowledge of accepted animal control techniques, and the medications involved in capture, care and maintenance, or disposition of animals. Knowledge of the safe and efficient use of assigned equipment. Knowledge of animal control enforcement procedures. Knowledge of business English, spelling and arithmetic. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to enforce the local animal control ordinance and explain regulations to the public with tact, courtesy, firmness and impartiality. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree and three years of administrative, professional, or technical experience in regulatory enforcement, law enforcement, code enforcement, program or service system complaint intake and resolution, or medical care provision; at least one year of which must have involved animal control, enforcement of ordinances and laws pertaining to animals, animal care in a commercial or public facility, or human care provision through a social or public service agency; or an equivalent combination of training and experience. One year of supervisory experience is also required and may be part of any of the aforementioned experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of employment.

Must possess Animal Control, Euthanasia, and Chemical Immobilization certifications or obtain same within one year of employment, as a condition of continued employment.

Established: 11-05 96
Revised: 02-12-98
08-19-02
12-11-02
10-02-03*
12-15-03
03-10-04
11-15-04
04-05-06
04-27-09*